

**Graduate Medical Education  
DTS Policy  
06/23/08**

**Authorization/Orders:**

1. Member must enter TDY information into DTS.
  2. Once the TDY authorization is signed by the member, he/she must print the order and attach any and all backup documentation pertaining to the TDY.
  3. Once the printed authorization and backup documentation is reviewed and signed by the program director, the hardcopy authorization and documents must be submitted to room 6B12 before it can be approved.
- \*\* The member must submit his/her authorization a minimum of three weeks prior to the TDY.

**Voucher:**

1. Member must create a voucher in DTS and adjust amounts to reflect what is on the receipts (room rate, hotel tax, registration fee, airfare, etc.)
2. Once the receipts are uploaded (faxed or scanned) into DTS, the member should digitally sign the voucher for approval

\*\* IAW Joint Federal Travel Regulation (JFTR) Appendix O, the voucher must be submitted within 5 working days after returning from the trip.

**Local Voucher:**

1. Member must create a local voucher in DTS.
2. Once the receipt(s) (faxed or scanned) are uploaded into DTS, the member must sign and print the local voucher.
3. Once the printed local voucher is reviewed and signed by the program director, the printed local voucher must be submitted to room 6B12 before it can be approved.